

## Appendix 1

### Part 4, Section 8 – Scrutiny Committee Procedure Rules

#### 14. TASK AND FINISH GROUPS

14.1 Scrutiny Committees have the power to set up Task and Finish groups to consider any matter within their terms of reference.

14.2 The specific terms of reference for the Task and Finish group will be agreed by the relevant Committee when the group is set up. These will include the membership of the group and the proposed dates of reporting to the parent body.

14.3 Each Task and Finish group may co-opt no more than two non-elected members to the group. The number of co-opted members will not exceed the number of elected Members. Co-opted members will be able to contribute to the debate of the group and will be able to vote on any decisions made. Co-opted members will not be able to vote on any decisions when the final report is considered by the parent body.

14.4 Task and Finish groups will carry out reviews and policy development work allocated to them by the parent body.

Task and Finish groups may at their discretion decide to hold some of their meetings in public, if they feel this would be beneficial to the outcome of the review.

14.5 Task and Finish groups will keep the parent body informed of their progress. They will produce a report for consideration by the relevant parent body at the end of the review.

14.6 Once a Task and Finish group's final report has been considered by the parent body the Group will be disbanded.

### Part 3, Delegations Section 7 - Joint Committees and Working Groups Involving Members

#### 7.6 Working Groups Involving Members

7.6.1 Working groups, review teams and advisory groups are established from time to time, for specific purposes and shall be time limited. They will only be established when the matter cannot be undertaken by a relevant Scrutiny Committee or Scrutiny Commission. They usually fall into one of the following categories:

(a) Advisory groups relating to Executive Functions Usually established to advise a Cabinet Member about an issue or subject area. The terms of reference and membership are specified by the Executive.

(b) Task & Finish Groups Small groups of Members appointed by a Scrutiny Committee or Scrutiny Commission for the purpose of advising the parent committee about either:

(i) an in-depth policy review

(ii) performance monitoring

(iii) responding to a major policy consultation from the Executive. The terms of reference and purpose are

Working Groups and Task and Finish groups may at their discretion decide to hold some of their meetings in public, if they feel this would be beneficial to the outcome of the review.

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